



CITY OF SAN BRUNO

REQUEST FOR PROPOSAL

Released August 2, 2010

ENGINEERING SERVICES FOR PREPARATION OF THE 2010 URBAN WATER MANAGEMENT PLAN

The City of San Bruno Public Services Department invites qualified consultants to submit proposals for engineering services to complete its 2010 Urban Water Management Plan (UWMP) for submission to the California Department of Water Resources (DWR) in accordance with the Urban Water Management Plan Act. The selected consultant shall provide the full range of services for plan development including obtaining data and information from the City's utility billing system, City staff, and City's consultants.

INTRODUCTION

The City provides municipal water supply to about 44,300 customers through 11,300 service connections. The City's average daily demand is around 3.91 million gallons per day (MGD). The City has the potential to derive approximately 50 percent of its water supply from five (5) groundwater wells. The remaining 50% is purchased from the San Francisco Public Utilities Commission (SFPUC) through 5 main transmission connection pipelines (4 owned and operated by (SFPUC) and 1 by the North Coast County Water District). The City's distribution system includes 100 miles of water main ranging in diameter from 2 to 16 inches, 13 pressure zones, 8 storage tanks, 18 booster pumps, 985 fire hydrants, and 9000 valves.

SCOPE OF SERVICES

Proposal Preparation

In response to the RFP, the Consultant will define the approach and the specific scope of work and methodology to achieve compliance for the City's 2010 UWMP with the California Urban Water Management Planning Act requirements. The Consultant should include a refined scope of work by developing a detailed description of all project tasks, including those suggested in this scope of work and any proposed changes, additions, or recommendations. The description of each project task should include descriptions of the task itself, the methodology or analytical process, scheduling, personnel and costs.

Contract Scope of Work

Task 1 – Urban Water Management Plan Preparation

- Review the City's current UWMP and available data.
- Review recently developed water demand projections and preliminary SB 7 Water Use targets.
- Conduct workshop and prepare technical memorandum
- Describe the City's water system (water production, supply, and distribution) and its reliability.
- Review of groundwater reliability and conjunctive use.
- Describe the historical and projected water use in five-year increments to year 2035.
- Evaluate the effect of demand on water supply and recommend Water Demand Management Measures (DMM).
- Describe the reliability of water supply and service.
- Prepare a water shortage analysis and contingency plan, including but not limited to, stages of action, estimate of minimum supply for the next three years, and catastrophic supply interruption.
- Review current water conservation and Best Management Practices (BMP) programs and provide an evaluation and cost/benefit analysis of water conservation.
- Provide a recycled water use optimization plan that includes actions to facilitate the use of recycled water.
- Final UMMP workshop
- Prepare City review draft 2010 UMMP
- Prepare public review draft and final UMMP
- Optional Task – Perform workshop for City Council

Task 2– Meetings

- Consultant shall assist City staff in scheduling and provide technical support for a Public Hearing for presentation of the draft UWMP.
- Consultant shall attend the City Council Meeting for adoption of the UWMP.

SCHEDULE AND SUBMITTALS

Timing is of the essence for this project. The target dates for the design services are as follows:

RFP issued	August 2, 2010
Proposal due	August 20, 2010
Interview with top firms	August 26, 2010
Contract Award	September 14, 2010
<u>Draft</u> UWMP and First Response Plan	March 25, 2011
<u>Final</u> UWMP and First Response Plan	June 17, 2011

Submit to the City forty (40) bound copies and five (5) electronic copies on CD of the final adopted UWMP, and 20 bound copies of the final First Response Plan.

RFP FORMAT AND CONTENT

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items and organized as follows:

1. Transmittal Letter.
Describe your firm's interest and commitment in providing Engineering Services for the City. The letter shall be signed by an officer of the consulting firm who is authorized to contractually bind the firm, and to negotiate a contract with the City.
2. Work Plan Approach and Schedule
Discuss your firm's understanding of the Scope of Work to be performed. Describe the method for management of overall project costs, schedule and quality assurance/quality control, and other issues critical to this project.
3. Team Experience
Describe the qualifications and experience of the key personnel to be assigned to the projects. The description shall include previous experience with preparation of UWMPs.
4. References
Provide at least three references (name, company, title, address and telephone number) for UWMP preparations or, lacking this, recent similar or related work.
5. Cost
Provide a complete summary of the estimated number of engineering hours, schedule of hourly rates for each classification, and the total cost for the Scope of Services to be performed.

SELECTION CRITERIA

Proposals will be considered only in their entirety. The City reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs using the selected proposal as a basis. The criteria listed below will be used to evaluate proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP:

<u>Evaluation Criteria</u>	<u>Points</u>
Technical Capability <ul style="list-style-type: none">• Proposed Work Plan and Approach.• Familiarity with policies and procedures related to the work effort.• Qualification of team members.• Previous experience with similar projects and satisfaction of previous clients.	70
Cost	<u>30</u>
Total Maximum Points	100

INSURANCE REQUIREMENTS

The selected Consultant must have \$1 million General Liability Insurance, \$1 million Auto Insurance, \$1 million Worker's Compensation Insurance and \$1 million Errors and Omissions Insurance. The selected Consultant will be required to provide original Certificates of Insurance evidencing the insurance coverage and naming the City as additional party insured to the City.

COMPENSATION

The Consultant will be required to sign the attached City's Standard Agreement for Professional Services. Compensation for the services shall be on a time and expense not-to-exceed basis in accordance with the approved schedule of billing rates. Consultant shall submit monthly billings in accordance with the Project Controls attachment.

PROPOSAL SUBMISSION DEADLINE

One (1) original and four (4) copies, for a total of five (5) proposals, must be submitted by close-of-business Friday, August 20, 2010 to:

Attn: Mark Reinhardt
Water Services and Conservation Manager
City of San Bruno,
Public Services Department
567 El Camino Real
San Bruno, CA 94066.

For questions regarding this Request For Proposal, please contact Mark Reinhardt at (650) 616-7167 or Jim Shannon, Acting Deputy Director at (650) 616-7046.

----- End of RFP -----